

WORKERS COMPENSATION SPECIALISTS'
CHECKLIST

- ☐ Upon receipt of claim form(s), review for accuracy and completeness. Follow the Occupational Safety and Health Administration's information requirements.
- ☐ Contact employee's supervisor to discuss specifics of case.
 - ⇒ Discuss the possibility of controversy/challenge, employee duty status, receipt of medical evidence, and supervisor responsibilities, etc.
 - Review "Supervisory Workers Compensation Checklist" with the Supervisor.
 - Remind the supervisor that the CA-1 must be forwarded to OWCP within 14 days of receipt by the supervisor.
- ☐ Establish case file.
 - ⇒ Complete case management worksheet, place on left inside of case folder. Initiate call-up date for next appropriate action.
- ☐ Enter claim form into WCIS. Enter call-up date in tickler function.
- ☐ Review case file at regularly scheduled intervals.
 - ⇒ Contact supervisor, employee, and DOL where appropriate to determine duty status, latest medical evidence, pending adjudicative and case management issues, etc.
 - ⇒ In conjunction with supervisor, send CA-17 to employee's physician if no current medical documentation is received that indicates when the employee can return to work and what are his/her work tolerance limitations.
- ☐ If COP is to be terminated, advise timekeeper to convert timecards.
- ☐ If the employee is expected to remain out of work for more than 45 days, around the 35th day, provide the supervisor with a CA-7 for his/her completion, and have the employee complete his/her sections of the form. Review for accuracy and completeness. Submit the CA-7 immediately to DOL. Request SF-52 from supervisor.
- ☐ Track case status, payment of medical bills and compensation payments, and other important case information in DOL's Automated Query System (AQS) and DOT's Workers Compensation Information System.
- ☐ If medical evidence shows employee is capable of working in limited duty capacity, contact supervisor to determine if light duty can be provided.
 - ⇒ If not, contact the claims examiner and request vocational rehabilitation services.
 - ⇒ If medical evidence is missing or insufficient to establish ongoing disability from employment, contact the claims examiner and request second opinion evaluation.
- ☐ Maintain contact with supervisor, employee, and the claims examiner until such time as employee returns to duty, or DOL determines that employee is not expected to return.
- ☐ Periodically review the chargeback reports for accuracy and questionable charges.